

# ENTER WORKING TIME WITH CHARGE OBJECTS



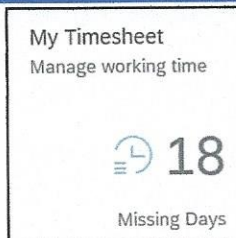
## QUICK REFERENCE CARD

Employees required to record charge objects when entering working time can do so in the My Timesheet tile.

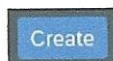
## PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
2. To enter working time with charge objects, **click the date(s) you need to enter working time for in the calendar.**

MON	TUE	WED	THU	FRI
9	10	11	12	13



3. Click the **Create** button in the bottom right corner.
4. In the **From** text box, **enter the start time**, the time you began work for the day using the 12 hour clock. For instance, if you began work at 8:30 a.m., enter 08:30 AM.
5. In the **To** text box, **enter the end time**, the time you ended work before lunch or break using the 12 hour clock. For instance, if you went to lunch at 12:00 p.m., enter 12:00 PM.
6. In the **Note** field, **enter a note** for your supervisor if needed.
7. If the Time Assignment section is not expanded, **click the arrow to expand it.**



Time entry for Jul 13

Select Favorite or Worklist:

Time:

Note:

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8. In the **Receiver order** field, **enter the order**. This field is optional.
9. In the **Receiver cost center** field, **enter the cost center**.
10. In the **Attendance/Absence Type** drop-down menu, **select the appropriate attendance type**.
11. In the **Receiving Functional Area** field, **enter the functional area**.
12. In the **Receiver Fund** field, **enter the fund**.
13. In the **Receiver Grant** field, **enter the grant**.
14. In the **WBS element** field, **enter the WBS element**. This field is optional.
15. Click the **Submit** button to send the time entry to your supervisor for approval.
16. Click the **Cancel** button to cancel the entry go back to the previous screen.
17. Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.

Time Assignment

Receiver order:		
Receiver cost center:	U120000010	
Att./Absence type:	Attendance hours (1000)	
Receiving Functional Area:	U120_0005	
Receiver Fund:	44909000	
Receiver Grant:	NOT RELEVANT	
WBS element:		

Submit Cancel Reset Favorites

18. After clicking Submit, the **Confirm Submission** window will appear. Be sure to **check the Number of Entries field**. It should match the number of day(s) you selected.

Confirm Submission

Number of Entries:	1
Start Time:	08:30 AM
End Time:	12:00 PM

OK Cancel

19. Click **OK** if you are ready to submit the time to your supervisor.
20. The time entry will now appear in the **Time Assignment** section. You should see that the entry is **Sent for approval** in the Status column.
21. Next, you will need to enter working time for the afternoon or after break hours. **Repeat steps 1-20.**



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#### **Reminders on When to Record Time**

- SCEIS recommends recording time on a daily basis when possible.
- When daily time recording is not possible, you should at least record time weekly.
- You cannot record working time for a date more than 30 days in the past. Contact your Time Administrator if you need to record working time for a date more than 30 days in the past.
- You cannot enter working time for a date in the future.
- Not recording time can affect your pay (for temporary employees) or when leave is earned for some full-time employees.
- Not only is it important that working time be recorded, but that it is approved by your supervisor as well, at least on a weekly basis.
- It is very important that you and your supervisor ensure the correct charge objects are being used when recording time. Using incorrect charge objects will create posting issues between payroll and finance.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**